

Future Boss Lady Packet

The Student's Handbook

Introduction

Hello! Thank you so much for downloading The Student's Handbook by Future Boss Lady! I designed this guide to help you be successful in your school work, and help you really create and understand study habits that work for you. With interactive worksheets and attractive design so you can make them your own and revisit them throughout your scholastic career. Future Boss Lady is all about building the foundation for your future, and best self, so I figured we would start at the beginning of it all.

This packet is for you if:

- ▶ You're taking classes at a university
- ▶ You're taking classes at a community college
- ▶ You're taking online courses (especially)
- ▶ You're in high school or grade school
- ▶ You're taking a training program for your work
- ▶ You're partaking in self-education
- ▶ You're at a trade school

What you can expect:

▶ **Supply List:** You have to have the materials you need in order to be successful. Here you will find my complete supply list for attending classes and studying.

▶ **How to Take Notes:** Here is where you will learn how to take notes during lectures and when studying at home. This content is meant to help you zero in on the content you need so that you don't get overwhelmed with the overall amount of information. This section is also accompanied by the Note-Taking Guide so you can directly implement these practices.

○ **Note-Taking Guide:** An interactive worksheet that you can copy and use over and over to organize your notes!

▶ **Studying:** Here is where you will learn how studying tips and tricks, as well as how to study at home for a big test or assignment. When you have a lot of content to go over it can get a little daunting, so this information is meant to help you filter through what you need to know, and make sure you're prepared for success! This section is also accompanied by the Study Guide so you can directly implement these practices.

○ **Study Guide:** An interactive worksheet that you can copy and use over and over to organize your notes from multiple sections to make sure you can see all of the information you need to know at a glance. This can help condense all of your notes onto one page, or allow you to organize your notes by sections so you're not flipping through pages of work over and over trying to find what you need to know.

▶ **Essays:** Here is where you will learn how to write essays! How to brainstorm, get started, organize your work, and edit to get to that final, stellar end result! This section is also accompanied by the Essay Brainstorm Guide and the Essay Checklist.

○ **Essay Brainstorm:** An interactive worksheet that you can copy and use over and over to organize your notes for your essay.

○ **Essay Checklist:** An interactive list that you can use to reference after completing your essay to make sure you hit all of the requirements to ensure an amazing grade!

Instagram: @futurebossladyco.

Facebook: Future Boss Lady Co.

Website: www.futurebossladyco.com

Future Boss Lady Co.

Supply List

Below is a list of materials to help you be successful when attending classes, studying, and taking notes. If you have more ideas and want to share, please email futurebossladyco@gmail.com, or share on social media and hashtag #FBL

List for Success

- Weekly planner
- A notebook/ binder
 - ▶ One for every class
- Folders for every class
 - ▶ All different colors or patterns
- Flash drive
- Sticky notes
- Index cards
- Black pens
- Colored pens
- Highlighters
- Sharpies
- Ruler
- Paper clips
- Stapler
- Tape
- White Out
- Hand Sanitizer
- Hand Wipes
- Electronic wipes
- Pencil case
- Backpack/shoulder bag
- Pepper Spray
- Laptop case
- Laptop charger
- Phone charger
- Pain killers
- Reusable water bottle

How to Take Notes

Taking good notes is pretty much how I got through school my entire life. I'm not a naturally gifted learner, I have a terrible memory, and I get stressed when I'm under pressure. To get through it, I would have to take extremely detailed notes, read the material 2+ times, and see the information in a way that made sense to me. I will be the first one to say that I'm not someone who comes upon things easily. I'm a really hard worker, but I often choke when my skills are tested. Knowing this about myself, I knew that working hard during class was going to be my only hope in achieving a decent grade, however, I was never taught exactly how to write notes and what was going to be the most effective for me. It took a few years of practice, trial, and error, but I now have some tried and true tips for success that have gotten me through my higher education. While these are pointers to reference, and how-to's to follow: it always just comes down to putting in the work, making an effort, and showing up. If you do that you'll be setting yourself up for success.

Tips for Success

- **Have a separate notebook/binder/folder for every class.** Make things easy to find.
- **Title your notes.** Class, professor, the date, topic, and required reading book and pages. This will help you locate your notes when you need them.
- **Separate different topics, days, sections, & semesters.** Keep everything that's relevant, together, and everything else separated, so you can easily look back when studying.
- **Utilize different colors, highlighters, and bold text.** Section the different topics and allow yourself to scan-read and be able to find the information you're looking for.
- **Use a bullet point, and list format.** Make your notes clear, and group information together with headings, subheadings, and bullet points.
- **Focus on penmanship and avoid shortening words.** You want your notes to be very clear and easy to read later on -- you don't want to have to crack your own code.
- **Make your notes as detailed as possible.** The entire point of taking notes is to soak in the information and have a reference guide for yourself when you're on your own. Be extensive and thorough. This will also help you pay attention during class.
- **Print hand-outs and online notes ahead of time.** Sometimes teachers will have resources, or a lecture Powerpoint available before class. Print these out, look them over, and use them during your class in addition to taking notes. This will help you gain a better understanding of the material.
- **Annotate readings and resources.** Add your own notes to the resources provided to you. This will force you to read the material and think further into it, helping you grasp the content.
- **You're not above taking notes.** Even if you already think you know the material, the professor is probably using key words that you're going to need in tests and projects. You're paying for the class and you want the best grade possible, so go the extra mile and really dive into the material.
- **After the class summarize the information.** *"If you can't explain it to a six-year-old, you don't understand it yourself."* - Albert Einstein. To make sure that you understand the material, try summarizing it at the bottom of your notes and see if you could explain the information to someone who has never taken the class before.
- **Ask questions during class.** Clarify and make sure that you are understanding the right information right away. What's even harder than learning new material, is having to unlearn it, and re-learn something else. If you're questioning the content, ask for the help you need to be successful. If your professor doesn't have time during or after class, email them or visit them during office hours.

On the next page there is an interactive guide to help you with your note-taking and layout. #FBL

Note-Taking *Guide*

Date: Class: Professor: Subject:	Main Topic(s): ▶ ▶ ▶
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● Heading ▶ Subheading ○ Bullet Points

<p>Notes:</p> <ul style="list-style-type: none"> ● <ul style="list-style-type: none"> ▶ <ul style="list-style-type: none"> ○ ○ ○ ○ ● <ul style="list-style-type: none"> ▶ <ul style="list-style-type: none"> ○ ○ ○ ○ ● <ul style="list-style-type: none"> ▶ <ul style="list-style-type: none"> ○ ○ ○ ○ ● <ul style="list-style-type: none"> ▶ <ul style="list-style-type: none"> ○ ○ ○ ○ ● <ul style="list-style-type: none"> ▶ <ul style="list-style-type: none"> ○ ○ ○ ○ 	<p>Vocabulary Words:</p> <p>▶ <u>Word:</u> Definition</p> <p>▶ _____ :</p>
	<p>Questions?</p> <p>▶</p> <p>▶</p> <p>▶</p>
	<p>Summarize the information in one to two sentences.</p>

Studying

While college is an amazing time to meet people, network, and make connections; the main point of it is to study and get your degree. Studying in college can be a little tricky, and is usually pretty different than what you're familiar with doing in high school. In high school, you usually don't have too much control over your schedule, and your class sizes range from 20-50 students. In college, you can manipulate your schedule to be pretty much whatever you want. Your classes can get up to 200 students in a lecture, and teachers aren't going to chase you about attendance and assignments. On one hand, it's refreshing to finally be treated like a responsible adult, on the other, you have to actually act the part.

Tips for Success

- **Don't skip class.** Simple, but imperative. Even if you really feel like you know the material, or the professor won't notice if you're there or not -- skipping class is one of the main reasons why students fail their first semesters. You aren't going to have parents and professors pestering you to go to class, so you have to take on the responsibility and force yourself to do it. This is also the time to develop healthy habits for the future. There are going to be several times in your career when you're going to have to get up, and do the work, even when you don't want to.
- **Bring your materials to class.** You don't want to face the embarrassment of having to ask another student or the professor for materials you should already have. Bring a pen, a notebook, a laptop and any materials that you specifically need for that class. If you're going, you might as well participate and have the resources you need to learn something.
- **Be present during your class or lecture.** Close your browsers, put your phone away, and try to actually pay attention to the information. Your professor and grade will appreciate you for it.
- **Do every single assignment.** The beginning of the semester is kind of like payday. You have this surplus currency of time and points, then comes the last week of the semester, and you don't have any left. When that time comes, you're going to wish you hadn't skipped even that one homework assignment. To make your dreams happen, no job is too small or unimportant. Practice this mentality now in your education, and it will transfer to your career.
- **Do the extra credit.** Even if you don't need it, it's insurance and possibly even a grade-saver down the line.
- **Study without distraction.** Turn off your phone, TV, and even music if you have to. Go into your own personal bubble and don't stop until the assignment is done. Training yourself to have intense focus is a skill that will benefit you long after college.
- **Schedule each class's homework and assignments into your calendar.** Don't just have a blanket "homework" time. Every single reading and assignment gets its own time slot. You need to see exactly what you have to do, and when it needs to be done by. By organizing your schedule and staying on track, you take control of your time, stress level, and sanity.
- **Work ahead whenever you can.** It's always better to be ahead than behind. This will save you when unexpected tasks arise, or when life happens and you don't have as much time to get it done.
- **Study between classes.** Even if you have 30 minutes to study, that's 30 minutes saved for later. You're stuck at school anyway, you might as well get something done while you wait. When you have so many different things going on every minute counts, so make the most out of your time.

The study guide on the next page is a tool to use during/after your study session to help you reflect on the material. This is in the same format as the note guide to help you have consistency, and help you relay the information from memory. #FBL

The Study Guide

Date:

Class:

Professor:

Subject:

The Checklist

- Lecture attended and notes taken
- Required reading done
- Assignment done

● Heading ▶ Subheading ○ Bullet Points

Notes: *What's the most important information from the lecture/reading to remember?*

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Vocabulary Words:

▶ **Word:** Definition - *Try to write the definition from memory*

▶ _____ :

▶ _____ :

▶ _____ :

▶ _____ :

Questions? *What do you need clarity on?*

▶

▶

▶

Summarize the information in one to two sentences.

Essays

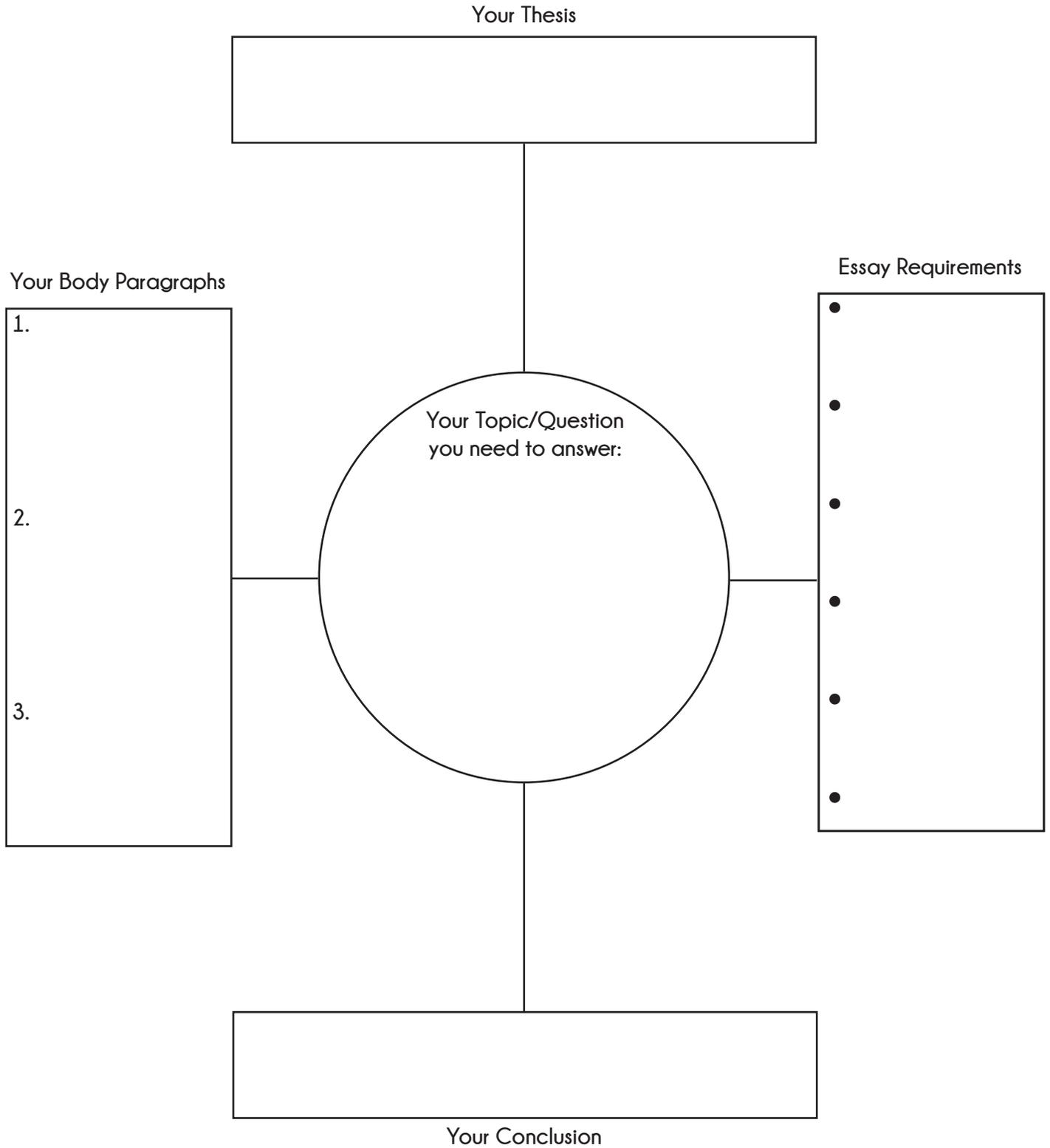
Essays are usually the bane of a student's existence. Nobody likes sitting down and having to write "X" amount of words about something they probably couldn't care less about. Though, alas, it tends to be professor's favorite ways to prove that you learned something. Being a journalism student, and an English nerd, I became the queen of essays during my time in college. Every single test or final for four years of my education was in an essay format. Then of course, every teacher had their own preferences, rules, and structure that they preferred. That's just the name of the game, but there are common practices that can help you get started and give you a sense of consistency. From there, just incorporate your professor's preferences and style. You just have to get started, once you do that, the rest will just be about editing and revising.

Tips for Success

- **Introduction.** Think of this as the opener for your topic and explain what you're going to be discussing. State your main points, and discuss how these are important regarding to the subject matter. Be sure that it's an entire paragraph, and you mention your thesis. This is also where you want to *hook* the reader in order to get them excited for what the essay is about.
- **Thesis.** Your thesis statement is going to tell the reader what they should expect from the paper. What it's about, where you stand, and how you're going to formulate your thoughts. It's also where you answer the question that was asked of you, and reference the topic of the essay. Usually, it's at the beginning, as it sets the stage, and you will often circle back to it in your conclusion.
- **Body Paragraphs.** You usually need at least three for a basic essay, and each body paragraph is a section for your topic. Give each one a theme or a question to answer, and they should be 3-5 sentences long. These paragraphs are the "meat" of your paper, and where you give references, proof, and explain how you came to your conclusion. At the end of the paragraph, mention the topic of the next point to allow for a smooth transition.
- **Close.** The last paragraph of the paper is where you circle back to your thesis/original point, and state your conclusion. Think of it as the ending of a story. Make sure the reader was told everything they need to know, you told the story thoroughly, and in a way that's easy to understand.
- **Citations.** When you reference material from an outside source you have to cite them in your essay. This means that you have to say where, when, and, who said what you're using to avoid plagiarism. There are a few different styles: APA, MLA, Chicago, etc. and you can reference generators online that will help produce the correct format.
- **Grammar and spell check!** Grammar and spelling errors will cost you. Use the spell check feature on your document and run it through a program like Grammarly. Then read it from the bottom-up to look for typos and spelling errors. It also helps to read it aloud.
Grammarly is an editing website that will help proofread your work
- **Watch punctuation.** Avoid run-on sentences, exclamation points, and lack of commas. Indent, and use capitals at the beginning of sentences and in titles. Read your essay aloud. This will help you discover run-ons, and punctuation errors. You should be reading your essay several times before actually handing it in.
- **Don't use big words to sound intelligent.** Using big words doesn't make you look smarter, and nobody cares about how smart you are if they can't understand what you're saying. The whole point of writing essays is to prove that you can explain the curriculum, and what you have learned in your own words. If they aren't words that you would regularly say, then don't use them in your essay.
- **Write the way you speak, just with a professional tone.** Don't completely change the words you use or your voice -- it won't seem natural. Avoid slang and write professionally, but your work should still reflect your actual thoughts. Professors don't want to re-read what's in the textbook; they want to hear from you. Practicing this will also help with business copy and written communication in your professional work.

On the next couple pages there are interactive worksheets to help you brainstorm and get it all done. #FBL

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Essay *Brainstorm*



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Essay Checklist

Heading:

- Name
- Date
- Class
- Title of Assignment

Thesis:

- Do you have a main point?
 - Does your thesis reflect the purpose of the assignment?
 - Is your thesis stated clearly? Write your thesis statement on its own:
-

Introduction:

- Do you have 3-5 sentences in your paragraph?
 - Did you introduce your thesis?
 - Does your introduction grab the reader? What's your hook?
 - Write down your "hook" here:
-

Body Paragraph 1:

- Do you have 3-5 sentences in your paragraph?
- Does it have its own topic of discussion? What is it?
- Are you answering a question or referring a topic from your thesis?
- Do you have references, proof of your findings, and did you explain how you came to your conclusion?
- Did you transition to the next topic smoothly?

Body Paragraph 2:

- Do you have 3-5 sentences in your paragraph?
- Does it have its own topic of discussion? What is it?
- Are you answering a question or referring a topic from your thesis?
- Do you have references, proof of your findings, and did you explain how you came to your conclusion?
- Did you transition to the next topic smoothly?

Body Paragraph 3:

- Do you have 3-5 sentences in your paragraph?
- Does it have its own topic of discussion? What is it?
- Are you answering a question or referring a topic from your thesis?
- Do you have references, proof of your findings, and did you explain how you came to your conclusion?
- Did you transition to the next topic smoothly?

Close:

- Do you have 3-5 sentences in your paragraph?
- Did you circle back to your thesis?
- Did you state your final conclusion on the essay topic?

Overall:

- Did you tell the whole story?
- Are there any unanswered questions?
- Did you spell-check, proofread, and edit?
- Do you have citations for your references?
- Did you meet the required word count?
- Did you fulfill the assignment requirements?

You can never be
overdressed or
overeducated.

Oscar Wild

So what is Future Boss Lady?

Future Boss Lady is a brand that I created in the name of encouraging and supporting women in regards to their careers, lifestyles, and personal wellbeing. For the women that are just starting out, trying to prepare themselves to take on the world. It's for when you're starting your first job, or leaving home for the first time. When you find your first apartment or endure your first break up. It's centered around helping women become their most successful selves at any stage in their lives. Helping them get through everything from learning to cook, stock their fridge, rent an apartment and learn how to budget, to creating a personal brand and name for themselves.

To give you some more insight about me, I started college not knowing what I wanted to do or who I wanted to become. All I knew was that I wanted to spend everyday writing, so I enrolled in the Walter Cronkite program at Arizona State University. During that time, through side jobs and networking, I fell in love with the wedding industry. Which makes sense, considering I grew up being obsessed with party planning and wedding magazines. I started planning weddings, interning at a wedding magazine and working part-time at a bridal gown boutique.

I learned so many different lessons during this time of my life. How to dress, "business casual", how to learn from a textbook and lectures, how to manage my time, and how to stock my pantry from scratch. All of which are things that you think you should theoretically already know until the time comes and you don't.

Future Boss Lady was an idea that sprouted from my frustrations when I was trying to "adult" and didn't have any idea how to do anything. So every time I would nail a recipe, get some feedback on my work, and learned life lessons, I wrote it down, hoping to save someone from the hard lessons I had to learn early on.

Then when I was left thinking "what's next" after graduation, I decided to turn my idea into a full-fledged brand and business.

As a brand, Future Boss Lady takes its form with content that is meant to help guide and encourage women to build the foundation for their most successful selves, no matter what their dreams are or stage of life that they are in. The idea is to build that foundation with materials made of gold.

Being a Future Boss Lady is a lifestyle that's based on being authentic, creating value, and simply doing your best in all aspects of your life. If you're just being yourself, have good intentions, and work hard, you're set. Success isn't just about money or status. It's about nurturing your relationships, finding genuine happiness in your work, and acknowledging the everyday moments that make life worth living.

If you want to see more content from me and from Future Boss Lady, you can find it below.

Instagram: @futurebossladyco.

Facebook: Future Boss Lady Co.

Website: www.futurebossladyco.com

Future Boss Lady THE BOOK is now available on Amazon!

By: Anna Clarice

Loved This Content? Get the Book!



Future Boss Lady is a ultimately more of a guide than a book. It's made of lists, guides, graphics, and worksheets that are meant to help women build the foundation for their most successful selves.

This is the perfect gift for graduations, birthdays, friends, and fellow boss ladies!

This book was written purely with the intention of helping women thrive. It's tasteful, energetic, and is meant to make the reader feel as though she has someone on her side, supporting her in her dreams.

We are about community over competition! It's time for the future boss ladies to band together and help each other thrive!

Get even more information at:

<https://www.futurebossladyco.com/the-book>

Table of Contents:

Future Boss Lady is a book that I designed to be an aid to those who are just starting out in their careers and lives. With this in mind, the pages are written in lists and broken up with titles and categories. This will allow you to easily find the relevant topics and get to the content fast.

There are four chapters within Future Boss Lady with their own sub-chapters and topics, specializing in different categories of life. Being a Future Boss Lady isn't just about getting the career you want, or doing well at your job, it's a way of being. A personal brand that is going to take you far in all aspects of your life, so please use this book in whatever way that works best for you. Get inspired, work hard, and flourish.

Chapter 1: The Boss Lady

- ▶ Building a Personal Brand
- ▶ Your Morning Routine
- ▶ Your Nightly Routine
- ▶ Feeling Boss
- ▶ Traits of Strong Women
- ▶ Confidence
- ▶ Future Boss Lady
- ▶ The Boss Lady
- ▶ Your Style
- ▶ Style Quiz
- ▶ Style Basics
- ▶ Gym Attire
- ▶ Glamorously Casual
- ▶ Interview Outfits
- ▶ Professional Attire
- ▶ Dressing Up
- ▶ Your Hair Style
- ▶ Beauty Routine
- ▶ Your Goals
- ▶ Boss Lady Goals
- ▶ Time Management
- ▶ Productivity
- ▶ The Productivity Guide
- ▶ Positivity
- ▶ The Positivity Worksheet
- ▶ Budgeting

- ▶ Budgeting Tips For Success
- ▶ The Budget
- ▶ Debt

Chapter 2: Class and Style

- ▶ Interactions
- ▶ In Tough Situations
- ▶ Dating
- ▶ Breakups
- ▶ Friendships
- ▶ Friendships Worksheet
- ▶ Friendship Fights
- ▶ Friendship Fights Worksheet
- ▶ At the Table
- ▶ In a Restaurant
- ▶ Being a Gracious Guest
- ▶ Being a Fabulous Hostess
- ▶ Exhibiting Elegance
- ▶ How Charming
- ▶ Thank You Notes
- ▶ The Gift Guide

Chapter 3: FBL at Work

- ▶ College Tips for Success
- ▶ Studying
- ▶ Supply List
- ▶ Essays

- ▶ Essay Checklist
- ▶ Résumé and Cover Letter Tips
- ▶ Your Résumé
- ▶ Your Résumé Guide
- ▶ Your Cover Letter
- ▶ Your Cover Letter Guide
- ▶ Your Social Media Résumé
- ▶ Interviews
- ▶ Phone Interviews
- ▶ Video Interviews
- ▶ The Newbie
- ▶ Being a Stellar Employee
- ▶ Professional Habits
- ▶ Bad Behavior and Mistakes
- ▶ Customer Service Issues
- ▶ Young and In Charge
- ▶ Networking

Chapter 4: Boss Up

- ▶ Dorm Living
- ▶ Roommates
- ▶ Roommate Chore Guide
- ▶ Renting your First Home
- ▶ The Checklist
- ▶ Home Essentials
- ▶ Cleaning Supplies
- ▶ Clean Home Guide

- ▶ Laundry
- ▶ Health Guide
- ▶ Home First Aid Kit
- ▶ Car Maintenance
- ▶ Grocery Shopping
- ▶ Grocery Guide
- ▶ Grocery Worksheet
- ▶ The Measurement Guide
- ▶ Cooking Vegetables
- ▶ Fruits by the Season
- ▶ Basic Recipes
- ▶ Meal Prepping Tips
- ▶ Packed Lunch for Adults
- ▶ The Coffee and Espresso Guide
- ▶ The Tea Guide
- ▶ The Wine Guide
- ▶ The Beer Guide
- ▶ Classic Cocktails
- ▶ Traveling
- ▶ Travel Investments
- ▶ Travel Goals
- ▶ The Travel Budget
- ▶ Travel Packing Checklist
- ▶ Surviving Long Flights
- ▶ Travel Buddies
- ▶ Going Solo

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